

BOARD ADMINISTRATIVE PROCEDURE	
<i>Administrative Procedure</i> Video Surveillance Systems at Board Facilities	<i>Administrative Procedure Number</i> 1208
Directional Policy: Records and Information Management (RIM) - 1200	

TITLE OF ADMINISTRATIVE PROCEDURE:

Video Surveillance Systems at Board Facilities

DATE APPROVED:

March 26, 2019

PROJECTED REVIEW DATE:

August 2024

DIRECTIONAL POLICY ALIGNMENT: This Administrative Procedure aligns with the purpose of the Records and Information Management (RIM) Directional Policy – 1200 by ensuring that records and information are managed securely and effectively and that appropriate measures are taken to maintain the confidentiality of those records.

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN: The Video Surveillance at Board Facilities Administrative Procedure supports our Vision for Achieving Excellence in Catholic Education: Learn-Lead-Serve by establishing procedures that assist with maintaining the safety and security of students, staff, volunteers and the general public within our learning environments and other Board facilities.



Strategic Priorities 2017-2020

Vision

Achieving Excellence in Catholic Education
LEARN • LEAD • SERVE

Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

ACTION REQUIRED and GUIDELINES:

1. Background

The purpose of the Administrative Procedure is to promote a safe school and workplace environment by utilizing video surveillance at Board facilities when necessary to monitor Board property, assist school administrators in detecting and deterring unacceptable behavior or activities, and to provide a historical record to assist in investigations(s).

Video surveillance systems complement other means being used to promote and foster a safe and secure environment under the Education Act and the Safe Schools Act.

This procedure is not intended to address or apply to:

- i. Instances where school staff video record a specific event (such as a school fun fair or graduation ceremony);
- ii. Instances where a classroom is video recorded for educational or research purposes (e.g. where a student teacher is required to record his or her lesson as part of an assignment for a work placement);
- iii. Instances where video is incidentally taken by hand-held devices owned by students
- iv. Instances where a closed circuit system is installed where no recording of video is contemplated (for example, cameras solely related to door security)

- v. The initiation and use of video surveillance for strictly employment-related purposes and the examination and use of video surveillance for employment-related purposes;

The Board's video surveillance equipment shall not be used for concealed monitoring/surveillance without the written consent of the Director.

While video surveillance shall not be used with the intent to monitor staff performance, supervisors have an obligation to report if a staff member is observed on video to be negligent or involved in a possible criminal activity.

2. Authority

The installation, maintenance and use of surveillance equipment will be in accordance with the Information and Privacy Commissioner of Ontario's "Guidelines for Using Video Surveillance Cameras in Schools".

The Board shall maintain control of and responsibility for the video surveillance at all times.

When video surveillance devices are required, Notice Signs will be posted at Board Facilities as follows:

- i. Notice posted outside all main entrances to the property
- ii. Notice posted outside the main front building entrance

3. Installation

The Superintendent of Business and Finance, or designate, will approve the location or relocation of cameras on Board property. Cameras must not be relocated without the expressed written permission of the Superintendent of Business and Finance or designate.

The location of each camera will be reviewed periodically to determine if the installation is still justified.

Cameras will be installed in areas of common usage i.e. entrances, exits, parking lots, hallways, cafeterias, auditoriums and libraries.

Cameras may be installed in rooms with large inventories of equipment, books, etc, as well as labs, shops, offices, receiving and reception areas.

Orientation of cameras toward adjacent buildings should be avoided. Cameras will not be installed in washrooms or change rooms, however they may be installed in adjacent corridors to monitor traffic in and out of these areas.

Where a school is considering the installation of surveillance cameras for the first time, the school shall consult openly with parents, staff, students and the broader school community as to the necessity of the proposed video surveillance program and its acceptability to the school community. Consultation should provide stakeholders with an opportunity to comment on the actual location of cameras on school property, should the project proceed.

4. Access

Those individuals authorized to have access to the video surveillance equipment shall be appointed by the Director of Education. An administrative staff member will be appointed, either the school principal or vice-principal, to be responsible for the video surveillance system in the school.

Schools may make video images available to police upon request, as prescribed under MFIPPA. Authorities shall complete a release authorization, detailing who requested the image, under what authority, when this occurred and if it will be returned or destroyed after use.

Content shall not be shared with media, general public, or non-designated members of staff, subject to access under MFIPPA.

5. Monitoring

Access to recorded video shall be restricted to designated staff who will require password protected access.

Video surveillance will occur seven days a week, 24 hours per day. Recorded images shall only be consulted following an incident or complaint, and review of images shall only be for the purpose of assisting school and/or law enforcement officials with investigations.

No long term record will be maintained except in situations where the Board and law enforcement officials are reviewing circumstances of an incident or damage. The retention period for recorded information which has been requested for review, shall be a minimum of one (1) year.

Remote access at the Board Office will be used to assist and support investigations of serious incidents. Remote access will also be used by the Manager of Facility Services for regular system checks.

The supervisory officer in co-operation with the principal will conduct audits (system reviews) to ensure the cameras are not used for any unapproved purpose or that they still remain necessary in any particular location. Any inadvertent disclosure of personal information collected by video surveillance will be reported to the Manager of Communications responsible for Freedom of Information/Protection of Privacy.

Digital computer camera data recorded on computer hard drives or other media, will be deleted within 30 days of the recording during the regular school year. If there is an ongoing investigation, the video data will be recorded onto a portable storage device and stored in a controlled access location.

6. **Concealed Monitoring/Surveillance**

- i. Concealed monitoring/surveillance may be initiated by the Board with the approval of the Director of Education, or designate.
- ii. A comprehensive assessment shall be conducted to evaluate the privacy impacts associated with the implementation of such a program.
- iii. The purpose of the assessment is to ensure that concealed monitoring is the only available option under the circumstances and that the benefits derived from the personal information obtained far outweigh the violation of privacy of the individuals observed.
- iv. All concealed monitoring will be time-limited.
- v. The surveillance equipment will be removed as soon as the case has been resolved or converted to a full notification system, including signage.
- vi. Requests to conduct a concealed monitoring program must be directed to the Director of Education, or designate, for approval and clearly describe the rationale and the timelines for such an action to be taken.

7. Protection of Privacy

Authorized staff will sign a written agreement regarding their duties under the Administrative Procedure and the Act, including an undertaking of confidentiality. Staff should be aware that their activities will be subject to audit (system review) and that they will be called upon to justify their surveillance interest in any given individual.

Old storage devices will be disposed of by the Manager of Information Technology to ensure that personal information cannot be reconstructed or retrieved.

Any agreements between the Board and service providers shall state that the recorded images dealt with or created while delivering the video surveillance program are under the Board's control and are, therefore, subject to the Municipal Freedom of Information and Protection of Privacy Act (the Act)

An individual whose personal information has been collected by a video surveillance system has a right of access to his or her personal information under the Act. An individual or their agent may have access to one's own personal information, in whole or in part, unless an exemption applied under the Act. Access to an individual's own personal information in these circumstances may also depend upon whether any exempt information can be reasonably severed from the record. One exemption that may apply is contained within the municipal Act, which grants heads of institutions the discretionary power to refuse access where disclosure would constitute an unjustified invasion of another individual's privacy. The confidentiality of all parties must be protected. Permission from other parties must be sought or enhancements must be made to the video to block the identity of other parties.

RESPONSIBILITIES:

The Board of Trustees is responsible for:

- Ensuring alignment with the Directional Policy
- Reviewing the Video Surveillance Systems at Board Facilities Administrative Procedure as part of its regular policy and procedure cycle.

The Director of Education is responsible for:

- Ensuring the implementation and compliance of this administrative procedure, including the designation of resources.

- Appointing those individuals authorized to have access to video surveillance systems in schools, and to be responsible for the video surveillance system in a school
- Approving, when supported by appropriate rationale, concealed monitoring/surveillance.

Superintendents of Schools and System Portfolios are responsible for:

- Conducting audits (system reviews) in cooperation with school principals to ensure cameras are not used for an unapproved purpose.

Superintendent of Business and Finance, or designate is responsible for:

- Approving the installation or relocation of cameras on Board property
- Ensuring the Video Surveillance system is tested and maintained on a regular basis
- Ensuring old storage devices and replaced equipment are appropriately disposed of to ensure that personal information cannot be reconstructed or retrieved

Principals and Vice-Principals are responsible for:

- Ensuring authorization and access to video surveillance information is as outlined in this administrative procedure.
- Sign an acknowledgement of responsibility and confidentiality with respect to access to video surveillance information.
- Referring any inadvertent disclosure of personal information collected by video surveillance to the Manager responsible for Freedom of Information/Protection of Privacy.

PROGRESS INDICATORS:

- Appropriate authorizations are obtained for access to video surveillance information.
- Locations and need for video cameras are subject to regular review to ensure risks of capturing unnecessary/incidental personal information is minimized.

DEFINITIONS:

- **Personal Information:** Personal information is defined in section 2 of the Act as being recorded information about an identifiable individual which includes, but is not limited to, information relating to an individual's race, colour, national or ethnic origin, sex and age. Therefore, a simple image on a video surveillance system that is clear enough to identify a person, or the activities in which he or she is engaged, will be classified as 'personal information' under the Act.
- **Record:** Record is defined in section 2 of the Act to mean any information, however recorded, whether in printed form, on film, by electronic means, or otherwise, and includes: a photograph, a film, a microfilm, a videotape, a machine-readable record, and any record that is capable of being produced from a machine-readable record.
- **Video Surveillance System:** A Video Surveillance System refers to a video, physical or mechanical, electronic or digital surveillance system or device that enables continuous or periodic video recording, observing, or monitoring of individuals in school buildings and school premises. The term video surveillance includes an audio device, thermal imaging technology, or any other component associated with recording the image of an individual.
- **Storage Device:** Storage Device refers to a videotape, computer disk or drive, CD-ROM, DVD, computer chip or other device used to store the recorded data or visual, audio or other images captured by a video surveillance system.
- **Long Term Records:** Long Term Records refers to records containing personal information with the retention of more than one year.

REFERENCES:

- Municipal Freedom of Information and Protection of Privacy Act, R.S.O 1990, Chapter M-56
- Information and Privacy Commissioner/Ontario – Guidelines for Using Video Surveillance Cameras in Public Places – September 2007
- Information and Privacy Commissioner/Ontario – Guidelines for Using Video Surveillance Cameras in Schools – July 2009
- Guidelines for the Use of Video Surveillance, October 2015
- Administrative Procedure 1202 Protection of Privacy